



# PURCHASE ORDER

**PO Number: 303-2-0334**

*Requisition Number: 303-2-00592*

**Order Date: 11/3/2021**

**Released**

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,  
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

**IF INVOICE IS MAILED, DELAYS MAY OCCUR.**

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

## Delivery Location

Parking Garage R, Warehouse

1706 San Jacinto Blvd.

Attn: Ida Dalhover

Austin, TX 78701

**Show numbers on all papers and packages**

## Referenced Source or Vendor

17513685697

Marfield, Inc.

1225 E Crosby Road

Suite B1

Carrollton, TX 75006

Andrea Rowe

Phone: 972-323-1448, Fax:

andrea\_rowe@marfield.com

Business Cards for FMO:

250 - Ernesto Garcia

250 - Kirk Nunn

250 - Shane Howell

**Description** 966-A1 Term Contract  
TX SmartBuy PO: 22028322

TFC Contact:

Ida Dalhover

512-463-3220

## Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Business Cards for Ernesto Garcia	1	Box (250)	\$20.75	10/11/2021	1/24/2022	\$20.75
966-A1 Term Contract SmartBuy PO: TX SmartBuy PO: 22028322						

Qty: 250  
Color: Black  
Art Work: Black Seal  
One Color/One Sided

**NIGP Class:** 966  
**NIGP Item:** 07  
**Object Class:** 273  
**Reimbursement Type:** Not Reimbursable

Business Cards for Kirk Nunn

Qty: 250  
Color: Black  
Art Work: Black Seal  
One Color/One Sided

1	Box (250)	\$20.75	10/11/2021	1/24/2022	\$20.75
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**NIGP Class:** 966  
**NIGP Item:** 07  
**Object Class:** 273  
**Reimbursement Type:** Not Reimbursable

Business Cards for Shane Howell

Qty: 250  
Color: Black  
Art Work: Black Seal  
One Color/One Sided

1	Box (250)	\$20.75	10/11/2021	1/24/2022	\$20.75
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**NIGP Class:** 966  
**NIGP Item:** 07  
**Object Class:** 273  
**Reimbursement Type:** Not Reimbursable

**Grand Total      \$62.25**

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2022
<b>Division</b>	Facilities Management and Operations
<b>Program</b>	Property Management
<b>Phone</b>	5124633220
<b>Org Code</b>	0442 - Facility Maintenance
<b>Type of Purchase/PCC Code</b>	'A' Purchases as Automated Term Contracts using TxSmartBuy
<b>Work Order Number</b>	N/A

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

**Invoicing Standards**

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable ) address;

- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

**FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.**

**TEXAS FACILITIES COMMISSION INTERNAL PURCHASING**

PURCHASER: \_\_\_\_\_

Jordan, Michelle - CTCD,

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[.\(Show Terms And Conditions...\)](#)